


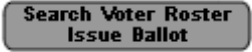


Electronic Pollbook Opening Procedure

Tuesday Morning Election Day	
STEP	ACTIVITY
1	➤ Verify that the Power Strip is plugged into a wall outlet and turned on.
2	➤ Turn off the network hub by disconnecting its power cord.
3	➤ Obtain Electronic Pollbook Integrity Report from a Chief.
4	➤ Turn on Pollbooks and printers.
5	➤ Use the stylus to tap the prompt  displayed on the Pollbook screen.
6	➤ Verify the precinct information displayed when the “Log In” screen appears is correct. ➤ If the correct precinct is not shown, notify a Chief immediately. Do not proceed with a Pollbook that does not display the correct information.
7	➤ Tap the  button. ➤ If a prompt appears that reads “The printer is not connected or powered up. Check printer power and USB cable connections,” ensure your printer is ON and connected to a power source as well as to the Pollbook.
8	➤ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear. ➤ Verify the “Poll Status” on the right side displays “CLOSED” in a red box. ➤ On the left side, the “Statistics” section has three tabs: Ballots, Voters, and Same Day Registration (SDR) Counts. ➤ The “Ballots” tab will be displayed. Verify the numbers are all set to zero. ➤ Tap the “Voters” tab and verify those numbers are all set to zero. ➤ Tap the “SDR Counts” tab and verify those numbers are all set to zero. ➤ Verify the “Voted” totals at the bottom of the screen are zero. ➤ If any number is not zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every Ballots, Voters, or SDR Counts entry.
9	➤ Check the date and time displayed in the lower right corner of the Pollbook. ➤ If the date is wrong or the time is off by more than 5 minutes, notify a Chief for instructions to reset the Pollbook clock.
10	➤ At 6:50 AM, tap the button  . ➤ If either of the following messages appear after attempting to open the polls, notify a Chief immediately: ➤ “The polls cannot be opened because a bulk update has not been performed.” <div style="text-align: center;">OR</div> ➤ “The polls cannot be opened because the date on this unit’s clock does not match the Election Date.”
11	➤ Answer Yes or No to the following prompt, “Is the time displayed on the clock on this unit accurate?” ➤ If the time is accurate tap “Yes” and proceed to the next step.

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	<p style="text-align: center;">OR</p> <p>➤ If the time is not accurate tap “No”. Notify a Chief Judge to input correct date and/or time from their cell phone.</p>
12	<p>➤ A pop-up window will appear. Make sure “Print Ballot Counts” and “Print Voter Counts” boxes are both checked and tap “Continue.”</p>
13	<p>➤ Both the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports will print. Verify that all numbers are zero.</p> <p>➤ A bi-partisan team must sign both reports and attach them to the Electronic Pollbook Integrity Report.</p>
14	<p>➤ Reconnect the network hub’s power cord.</p> <p>➤ Verify Pollbook networking status: check for blinking up/down arrows on the lower right.</p>
15	<p>➤ Tap the “Issue Ballots” tab.</p>
16	<p>➤ Tap  button. A keyboard screen appears.</p>
17	<p>➤ At 7:00 AM, after the Chief Judge announces that the “polls are now open,” start checking voters in following the Check-In Job Guide.</p>